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EXAMINATION ANNOUNCEMENT

STATE OF CALIFORNIA

SIERRA NEVADA CONSERVANCY TAHOE CONSERVANCY PROGRAM ANALYST I SPOT - PLACER COUNTY

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

SPOT EXAM FOR

Spot examination for Placer county. Candidates may only establish eligibility for this county.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications. This is an open examination. Applications will NOT be accepted on a promotional basis.

WHERE TO APPLY

Applications are available and may be filed in person or by mail with: **Department of Parks and Recreation, Personnel Office/Examination Unit, 1416 - 9th Street, Room 1018, Sacramento, CA 95814.** Do not submit applications to the State Personnel Board.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

FINAL FILING DATE

Applications (Form 678) must be **POSTMARKED** no later than **October 20, 2006**, the final filing date. Applications postmarked after the final filing date will not be accepted for any reason.

SALARY RANGE

\$3538- \$4300

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by October 20, 2006, the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during November 2006.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Experience: One year of experience in California state service in property acquisition, land use planning, or land management at a level of responsibility equivalent to that obtained in the class of Junior Staff Analyst (Range B).

Or II

Two years of experience in property acquisition, land use planning, public recreational facilities planning, water quality control, architecture, land management, or resource management. (A master's degree, doctorate degree, or membership in The California State Bar may be substituted for one year of the required general experience. The above-mentioned degree must be in either public administration, business administration, environmental science, environmental planning, city or regional planning, natural resource management, architecture, economics, geography, earth science, civil engineering, or a closely related field. Only one substitution may be applied.) And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of experiences in each of the experience types indicated as qualifying. Preference will be given to candidates who have had experience in the broadest range of assignments.

POSITION DESCRIPTION

This is the entry and first working level of the series. Incumbents, under general supervision, do the less responsible and complex work in project planning, site selection, acquisition, resource enhancement and restoration, and management and development of Basin properties.

EXAMINATION INFORMATION

NO WRITTEN TEST IS REQUIRED

This examination will consist of a promotional readiness interview. The interview will include a number of predetermined, job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal - Weighted 100%

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**TAHOE CONSERVANCY PROGRAM
ANALYST I**

**JW84 - 2807
6PR30-01**

FINAL FILING DATE: October 20, 2006

**EXAMINATION INFORMATION
(CONTINUED)**

Scope:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. The principles and practices of economics, resources, and land use planning.
2. Property management.
3. Principles, methods, and techniques involved in land acquisition and real estate transactions, including real property appraisal, legal procedures and documents involved in real property transactions.
4. Environmental assessment.
5. Soil science.
6. Hydrology.
7. Geology.
8. Recreational planning.
9. Wildlife management.
10. The policies and programs of the Conservancy.

B. Ability to:

1. Review appraisals and title reports.
2. Successfully negotiate transactions for acquisition, leasing, transfer, exchange and sale of real property.
3. Read and interpret maps, plats, and data relating to property location.
4. Collect and summarize technical data for use.
5. Analyze situations and take effective action.
6. Establish and maintain cooperative and effective relations with those contacted in the course work.
7. Develop, review, and guide plans and projects for good results.
8. Communicate effectively.
9. Present controversial matters effectively before private and public entities.

ELIGIBLE INFORMATION

A Sierra Nevada Conservancy eligible list will be established for this classification. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

EXTRA POINTS

Veterans preference and career credits will NOT be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916)653-9685, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Parks and Recreation three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Parks and Recreation.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. In addition, locations of oral interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examination, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DT/O

**DEPARTMENT OF PARKS AND RECREATION IS ADMINISTERING THIS EXAM
ON BEHALF OF THE SIERRA NEVADA CONSERVANCY**

Personnel Office / Examination Unit • 1416 - 9th Street, Room 1018 • Sacramento, CA 95814 • (916) 653-9685

*TDD is Telecommunications Device for the Deaf and is reachable only
from phones equipped with a TDD Device.*

1-800-735-2929 (From TDD Phone) • 1-800-735-2922 (From Voice Phone)